

NARULA INSTITUTE OF TECHNOLOGY

Meeting Calendar of all Statutory and Non-Statutory Committees, 2016

Statutory Committees															
Sl. No.	Name of the Committee	Frequency of Meeting	Coordinator/Member Secretary Contact No.	Meeting Schedule											
				Jan	Feb	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec
1	BOG	Once in a quarter	Principal	4 th week						2 nd week		4 th week		1 st week	
2	Academic Council	Once in a year	Mr Kaushik Sarkar												2 nd week
3	Board of Studies	Thrice in year	Respective HODs			4 th week				4 th week				4 th week	
4	Finance Committee	Thrice in year	Accounts Officer				1 st week						1 st week		1 st week

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Non Statutory Committees																
Sl. No.	Name of the Committee	Frequency of Meeting	Convener/ Co-convener/ Jt. Convener	Meeting Schedule												
				Jan	Feb	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec	
1	Internal Quality Assurance Cell	Once in every quarter	Mr. Sajal Saha/ Mr. Tamal Deb			1 st week				1 st week			1 st week		1 st week	
2	Examination Committee	Twice in a semester	Prof. Amlan Chakraborti				1 st week						1 st week			
3	Grievance Redressal & Sexual Harassment Committee	As when required	Dr. Rupa Bhattacharya	As when required												
4	Anti-Ragging Committee	1 st week of June - September	Ms. Nidhi Singh	As required						1 st week	1 st week	1 st week	1 st week	As required		
5	R&D Committee	Once in each month	Dr. Rupa Bhattacharya/ Dr. Susmita Karan	1 st week	1 st week	1 st week	1 st week	1 st week	1 st week	1 st week	1 st week	1 st week	1 st week	1 st week	1 st week	
6	Students' Welfare Committee	As & when required	Mr. Subham Mal	As & when required												

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7	Literary Committee	Once in a semester	Ms. Leena Sarkar Bhaduri			2 nd week						2 nd week			
8	Library Committee	Once in a semester	Mrs. Arpita Basu	2 nd week						2 nd week					
9	Hostel & Canteen Committee	Twice in a semester	Ms. Sharmistha Basu			2 nd week			2 nd week			2 nd week			2 nd week
10	Training Committee	Once in every fortnight	Mr. Subhram Das	2 nd & 4 th week	2 nd & 4 th week	2 nd & 4 th week	2 nd & 4 th week	2 nd & 4 th week	2 nd & 4 th week	2 nd & 4 th week	2 nd & 4 th week	2 nd & 4 th week	2 nd & 4 th week	2 nd & 4 th week	2 nd & 4 th week
11	Planning & Evaluation Committee	Once in a quarter	Ms. Nidhi Singh			2 nd week			2 nd week			2 nd week			2 nd week
12	Students Life Centre	Once in a quarter	Ms. Leena Sarkar Bhaduri /Ms. Sharmistha Basu			1 st week			1 st week			1 st week			1 st week
13	Academic Audit Committee	Once in a semester	External nominated by the Department				2 nd week						2 nd week		

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14	Women Cell	Once in a quarter	Ms. Dipu Mistry			1 st week			1 st week			1 st week			1 st week
15	Time Table Committee	Twice in a semester	Dr. Susmita Karan	2 nd week	2 nd week			2 nd week		2 nd week					
16	Academic Committee	Twice in month	Ms. Nidhi Singh	1 st & 3 rd week	1 st & 3 rd week	1 st & 3 rd week	1 st & 3 rd week	1 st & 3 rd week	1 st & 3 rd week	1 st & 3 rd week	1 st & 3 rd week	1 st & 3 rd week	1 st & 3 rd week	1 st & 3 rd week	1 st & 3 rd week
17	Institute's Website Update Committee	Once in a month	Mr Subhendu Banerjee	3 rd week	3 rd week	3 rd week	3 rd week	3 rd week	3 rd week	3 rd week	3 rd week	3 rd week	3 rd week	3 rd week	3 rd week
18	Alumni Association	Once in every quarter	Ms. Sagarika Chowdhury			2 nd week			2 nd week			2 nd week			2 nd week
19	Disciplinary Committee	Once in a month	Dr. Saradindu Panda	4 th week	4 th week	4 th week	4 th week	4 th week	4 th week	4 th week	4 th week	4 th week	4 th week	4 th week	4 th week
20	Tech Finishing School Committee	Once in a semester	Mr. Sanjay Goswami/ Mr. Kaushik Sarkar					2 nd week					2 nd week		
21	Procurement Committee	As & When required (Every Friday)	Ms. Nidhi Singh	As & When required (Every Friday)											
22	Cultural Committee	Once in a semester	Ms. Sujata Kundu				1 st week					1 st week			

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23	Entrepreneurship Development Cell	Once in every quarter	Dr Sumit Nandi		2 nd week			2 nd week			2 nd week			2 nd week	
24	Industry Institute Partnership Cell	Once in every quarter	Prof. Amlan Chakraborti			2 nd week			2 nd week			2 nd week			2 nd week
25	Admission Committee	Once in every quarter	Ms. Nidhi Singh		3 rd week			3 rd week			3 rd week			3 rd week	
26	Placement Committee	Once in every month	Mr Raju Dutta	4 th week	4 th week	4 th week	4 th week	4 th week	4 th week	4 th week	4 th week	4 th week	4 th week	4 th week	4 th week
27	Incubation Centre	Once in every quarter	Dr Biman Mukherjee			4 th week			4 th week			4 th week			4 th week

Nidhi Singh
Registrar

Prof. Dr. M R Kanjilal
Principal

Prof. Dr. S M Chatterjee
Chairman- BOG